

# TOWN OF BLACKSBURG

## Town Manager's Monthly Operation and Information Report

December 2004

### TOWN MANAGER'S OFFICE

#### HUMAN RESOURCES DIVISION

- ❖ Prepared advertisements and postings, recorded EEO data for applicants, prepared transmittals for departments, reviewed interview questions and processed returned applications for all December transactions. The following positions were posted during the month:
  - Accounting Technician I – Police
  - Communications Officer – Police
  - Mechanic - Transit
  - Foreman/Utilities – Public Works
  - Skilled Maintainer – Public Works
  - Administrative Assistant (Wage) – Public Works
  - Front Desk Attendant (Wage) – Recreation
  - Swim Instructor (Wage) – Recreation
  - Recreation Assistant/Kipps (Wage) - Recreation
  - Bus Operators (Wage) – Transit
  - Maintainer (Wage) – Transit
- ❖ Conducted one New Hire Session for Pay Plan employees this month.
  - Town Engineer – Planning & Engineering
- ❖ Conducted no Exit Interviews this month.
- ❖ Processed 76 status changes and no benefit changes.
- ❖ Coordinated open enrollment for coverage through American Family Life and the Flexible Spending Accounts. Employees are withholding \$46,772 in the health spending account and \$29,687 in the dependant care account. The Town is saving in excess of \$3,500 in taxes on the money withheld through these accounts. Seventeen employees signed up for coverage through AFLAC, using the premium conversion option available for those policies.
- ❖ Assisted supervisors with EAP referrals, employee issues, disciplinary actions, investigations, and grievances; in conjunction with the Town Manager as necessary.
- ❖ Met with and assisted employees regarding work related issues or concerns.
- ❖ Assisted employees with VRS retirement estimates and purchase of prior service calculations and paperwork.
- ❖ The Employee Advisory Team did not meet during the month of December due to the holidays. The group will meet on the fourth Tuesday of January.
- ❖ Attended the meeting of the Executive Committee of the Board of Directors for United Way, as well as an orientation for new members of the Board.
- ❖ Finalized the selection and purchase of service awards and holiday gift certificates for all eligible employees.
- ❖ Coordinated the annual holiday luncheon to be held on December 10, 2004. The luncheon was held at Custom Catering, and was attended by approximately 275 employees, retirees, and council members. The program included the presentation of the 2004 Service Awards. The winning names were selected for door prizes, and the winning ticket for the United Way 50/50 promotion was also drawn. The winner received \$178.00 from the promotion.
- ❖ Continued work on the 2005 United Way campaign. The employee 50/50 promotion raised \$178.00 for the cause. A goal of \$7,300 has been established for this campaign. To date, we have \$6,480.00 pledged for the 2005 campaign.
- ❖ Coordinated the annual Town Employee Angel Tree project for the Employee Advisory Team. Employees, retirees, and volunteers provided gifts of toys and clothing, along with the groceries for a holiday meal, for three families. The three employees' families consisted of ten children. Town employees were glad to assist these families during a time of need so that the children were able to enjoy the holidays.
- ❖ Delivered sandwiches, chips and cookies to the Police Department employees working all three shifts on Christmas Eve.
- ❖ Coordinated monthly BEST classes that included Unlawful Harassment for New Hires. Conducted one session of this class at Transit.
- ❖ Prepared monthly evaluation notices and past due notices for applicable Directors.
- ❖ Continued to assist employees with processing of claims from Southern Health Plan.

- ❖ Processed workers' compensation claims and provider invoices for the month.
- ❖ Continued the recognition of employees by sending cards to all employees celebrating a birthday, marriage, or birth of a child in December.

**COMMUNITY RELATIONS DIVISION**

The Community Relations Manager began or completed the following projects in the month of December:

- ❖ Began to consult the Bergman Group on the Pick it Up Blacksburg Campaign. Also began the design process on the remaining seasonal town banners, a year end accomplishments advertisement, and design of new Town marketing folders.
- ❖ Blacksburg was honored with the Grace Hopper Government Leadership Technology Award, and Congressman Boucher presented the award to the Mayor at a Town press conference organized by the Community Relations Office. The Town also ranked 2<sup>nd</sup> in the Center for Digital Government Digital Cities survey.
- ❖ Organized and hosted a Sugar Bowl bet between the City of Auburn and the Town. Channels, 10, 7, and 13 were in attendance, as well as the News Messenger. The Community Relations Manager worked with ABC Sports in New York to provide them information comparing the two cities and footage of the Sugar Bowl bet.
- ❖ Continued working on an AV/Presentations Policy for Council Chambers
- ❖ Finalized 06 CIP Submittal
- ❖ Continued working on an ICSC Alliance Program with Diane Akers of the Blacksburg Partnership, Shane Adams of the Montgomery Chamber, Mike Poldiak of New River Valley Mall, and Sue Drzal of the Downtown Merchants Association. The event has been pushed back with a tentative schedule for April in Blacksburg.
- ❖ Continued to serve as staff to the Blacksburg Museum Committee and support for the Blacksburg Partnership
- ❖ Finalized the January issue of About Town to be mailed toward the middle of the month.
- ❖ Continue to administer the Blacksburg Alert system. There are currently 2210 subscribers.
- ❖ Completed the Town's Emergency Resource Guide. Beginning town wide distribution.
- ❖ Continued working with the web team and Planning and Engineering on a web based projects database
- ❖ Continue to work with a Town team on the development of a notification policy

The Museum Coordinator completed the following tasks in December:

- ❖ Hosted a holiday reception on December 3rd during the Town's annual parade to exhibit Phase I plans for the architectural restoration and solicit feedback from visitors.
- ❖ Began tracking the museum's current collection in Past Perfect Software by cataloguing and photographing artifacts currently in storage or on display in the Municipal Building lobby.
- ❖ Met with local museum administrators at Smithfield Plantation on December 16<sup>th</sup> attempting to form a Museum Council in the area to promote collaboration amongst local museums and historical societies.
- ❖ Proposed a Collections Procedure to the Collections Sub-committee which was unanimously accepted and will be presented to the Museum Committee at its January meeting.
- ❖ Conducted research on corporate sponsorship to raise money for the architectural restoration. Will continue to pursue grants and sponsorship opportunities with local and national corporations.
- ❖ Purchased archival materials to properly store the museum's current collection of textiles and photographs.
- ❖ Continued to conduct research on the history of Blacksburg, the Victorian Era, and period interiors to determine how the museum can build an accurate and interesting collection. Planned to report research progress quarterly to Collections Sub-committee to form a plan for collecting in the future.
- ❖ Began gathering information on Odd Fellows Hall and its history. Will begin attending OFH committee meetings in January.
- ❖ Accompanied Derley Aguilar on her interview with Ethel Dobbins about the history of the Odd Fellows Hall and her hopes for the future of the building.
- ❖ Worked on ideas for a new Museum Society Brochure to include images of the home, the Black family, and some of the museum's artifacts.

**WTOB Programs Produced in December**

- ❖ *Blacksburg Newsline* produced by Derley Aguilar: in production
- ❖ *Planning Commission Agenda* produced by Chip Herman
- ❖ *eneRGy: Your Recreation Guide* produced by Jennifer Tuttle: in production. Next program will feature recreational basketball.

**Special Productions**

- ❖ *'Tis the Season Holiday Parade*: Derley Aguilar and Chip Herman taped the event. It aired throughout month on WTOB.
- ❖ *Blacksburg Sports Club*: taped 1 guest speakers
- ❖ *BT Access Public Hearing*: aired live and replayed throughout months of December and January

- ❖ *Leading the Way*: Grace Hopper Award presentation. Taped and aired throughout December and January
- ❖ *Odd Fellows Hall Panel Discussion*: aired throughout the month of December.

**Notes**

- ❖ Derley Aguilar, Heather Browning, and Steve Jones met to discuss future planning and equipment purchases for WTOB.
- ❖ Derley Aguilar set up a meeting with Charles Blanchet of Granicus, a streaming video service. Others in attendance were Heather Browning, Steve Jones, Donna Boone-Caldwell, and John McKenna.
- ❖ Derley Aguilar continued to document oral histories of the Odd Fellows Hall. Mrs. Dobbins was interviewed in December.
- ❖ The live switch in the Town Council Chambers was tested. Adelphia cable technicians investigated the problem and were unable to replicate it. Due to the intermittent nature of the problem, it is still unknown what the exact issue is. Adelphia will check on getting a new switch.
- ❖ The issue with the projector/computer in the Chambers also remains to be a problem. On occasion the projector has gone to black for unknown reasons or images don't appear. Input jacks and power supplies have been changed without desired results. The situation will continue to be monitored.
- ❖ As a result of a presentations meeting with Planning and Engineering staff, Derley Aguilar will develop a style guide to encourage uniformity with staff presentations that will appear on WTOB during Council meetings.
- ❖ Jennifer Tuttle and Chip Herman prepared the WTOB display that will be seen in the Municipal Building lobby in January.
- ❖ Jennifer Tuttle continues to produce a promotional spot for the Aquatic Center's Water Babies activity.
- ❖ Volunteers were put on hiatus until January.
- ❖ Approximately 10 announcements were added to the bulletin board.

**Web Administration**

**Updates**

- ❖ Housing and Community Development
- ❖ Town Council Pages
- ❖ General updates of links
- ❖ Police press and announcements
- ❖ Blacksburg Transit
- ❖ Parks and Recreation
  - General edits and maintenance
  - Updated schedules
- ❖ Maintenance of eNews
  - News Releases
- ❖ On going projects
  - General maintenance to include site search for and removal of orphan files and dead links, and error corrections
  - Town Council Web Cast Updates
  - General editing of content

**Web Projects**

- ❖ Continue implementation of new design for all department pages
- ❖ Complete database and web design of boards/committees pages
- ❖ Begin code flow chart and database design for Projects pages
- ❖ Begin minutes and agenda Content Management System

**Other**

- ❖ Organized web team meeting

**Site Statistics**

Summary

- ❖ 20,594 unique visitors came to the sites.
- ❖ Visitors came from 15,622 distinct Internet addresses.
- ❖ The web server delivered 7,226 unique documents one or more times each.

The top five visited pages by accesses for December are:

Page	Accesses
person.php	5,202
jobs.php	4,617
comp_plan.php	3,969
departments.php	2,136
egov.php	2,070

**HOUSING AND COMMUNITY DEVELOPMENT DIVISION**

- ❖ DHCD interim compliance review with Town staff.

**Neighborhood Enhancement Program**

- ❖ Attended Town Gown Community Relations Meeting
- ❖ Met with Marketing Supervisor at BT to discuss team efforts to expand BT to neighborhoods
- ❖ Assisted Neighborhood Planner with Off-Campus Greek Housing Research
- ❖ Met with Executive Director for extending partnership with NEP and Better Agreements Inc., in addressing neighborhood disputes
- ❖ Conducted training session for staff operating rental program database

**Code Enforcement/Public Nuisance Abatement Summary By Type of Violation**

Description	No. cases	No. LMI(% of cases)	Percent of total
Tall grass & weeds	0	0	0
Debris	39	34(87%)	31.5
Inoperable vehicles	3	2(67%)	2.4
Address numbering	0	0	0
Trash collection	81	63(76%)	65.2
Property Maintenance	0	0	0
Zoning*	0	0	0
Encroachments	1	0	0.8
Other	0	0	0
<b>TOTAL addressed this month.</b>	<b>124</b>	<b>99 (80%)</b>	<b>99.9</b>

Complaints received: 4 (3.2% of total caseload) 1 LMI (25%)

Projects closed this month: 146 (105 LMI, 69.5%)

Citizen evaluation forms: 0

Number of Downtown Cases: 10 (8.1%)

Number of Commercial Cases: 2 (1.6% - 2 LMI 100%)

Number of letters or notices written: 16 (12.9% of total caseload) 11 LMI (69%)

Projects contractor hired for: None

**TECHNOLOGY DEPARTMENT**

- ❖ The Town of Blacksburg received a 2nd place in the 2004 Digital Cities Survey, for cities with a population of less than 75,000 residents. This is a survey conducted by the Center for Digital Government. <http://www.centerdigitalgov.com/center/highlightstory.php?docid=92305>. This is in recognition of the overall technology infrastructure in use by the town. This is a collaborative effort of the following departments: GIS in Planning and Engineering, Website and Blacksburg Alert in the Community Relations Office, MIS in the Finance Department, and the Technology Department.
- ❖ The Town of Blacksburg received a Government Technology Leadership "Gracie award" in the category of Access Information. To quote the Government Executive Magazine web site: "The Government Technology Leadership Awards recognize projects making exceptional contributions to mission accomplishment, cost effectiveness and service to the public. Across its 12-year history, the awards program has succeeded in highlighting technology's growing potential for improving government operations."
- ❖ Work continues on the wireless RFP – we are negotiating with a vendor now and should be able to make a public announcement in January. It is anticipated this system could be operational in the March / April time frame.
- ❖ Technology replacement is completed. All computers that were ordered have been installed.
- ❖ Technology replacement of the servers will be completed in January.
- ❖ Technology continues to work with Parks and Recreation staff to regarding improving the use of the RecTrak database system and credit card payments.
- ❖ The Fiber linking to Old Town Hall, Rescue, and Town Hall is complete. We have very happy staff at these locations.
- ❖ Technology is working with Tele-Works to determine the next steps in improving information delivery to the citizens of the community. We met in December and have some ideas to make it easier to integrate existing and new technologies with citizen support.
- ❖ Technology is working with Rescue and Fire Departments in the process of finding a common database system that will integrate with the Police database system.
- ❖ Technology is working with Rescue staff to set up a Blacksburg Alert response system for intra-departmental communications to their volunteers



- ❖ Steve is very involved in the HTE User Group Board of Directors – managing the web site, the user database, and planning for the June conference in Las Vegas.

#### Teams and Association Involvement

Environmental Management Systems - Pollution Prevention - EMSP2  
 Executive Management Team  
 Technology Enhancement Team  
 Instrumented City Initiative  
 eGovernment Team  
 Computer Operations Team  
 BRITE - Blue Ridge IT Executives – regional Local Government IT Executives  
 Montgomery County Information Technology Steering Committee  
 VALGITE - VA Local Government IT Executives – Statewide Local Government CIO Forum  
 NCTC - New Century Technology Council CIO Committee  
 VATOA – Virginia Telecommunications Officers and Advisors  
 NRV Telecommunications Group  
 BTAC – Blacksburg Telecommunications Advisory Committee  
 HTE User Group Board of Directors - Secretary

## **FINANCE DEPARTMENT**

### **ACCOUNTING DIVISION**

- ❖ List of New Businesses for December, 2004-Attached List
- ❖ Major revenue collections year-to-date as of December, 2004
 

▪ Real Estate Taxes	\$1,623,848	50.7% of budget
▪ Decals	\$ 52,257	17.7% of budget
▪ Meals Taxes	\$1,121,079	53.8% of budget
▪ Hotel Taxes	\$ 237,354	56.5% of budget
▪ Cigarette Taxes	\$ 209,822	62.6% of budget
▪ Sales Taxes	\$ 552,472	51.0% of budget
▪ Consumer Utility Tax	\$ 473,957	39.7% of budget
- ❖ Collection of Real Estate Tax bills.
- ❖ Calendar year end payroll procedures.

### **UTILITY BILLING DIVISION**

- ❖ Number of connections 130
- ❖ Number of work orders 57
- ❖ Percent of waste stream recycled 15.5%  
(curbside program)
- ❖ Disconnects for non-payment of accounts 18
- ❖ Delinquent Notices Mailed 1,096
- ❖ Direct Debit Accounts 1,031
- ❖ Internet Payments Received 390
- ❖ Internet Accounts Enabled 1,352
- ❖ Collected \$1,453.54 on delinquent final accounts that had ignored all Town communications. Used Set-off debt, VEC, Tech directory and telephone book to track down these accounts.
- ❖ During cold weather before Christmas, meter readers assisted 11 residences with water problems from the cold weather.
- ❖ Processed 16 payroll liens for delinquent final customers.

### **PURCHASING DIVISION**

- ❖ Awarded bids/RFP on: Utility Supplies; Safety Storage Building.
- ❖ RFP's/bids being evaluated: Household Hazardous Waste Day; Engineering Services – Cedar Run; Wireless Infrastructure; Transit Consultant; Odd Fellow Study; Bennett House Renovation; Sewer Pump; Construction of Sewer Lining; A/E Services for South Main Fire Station; Truck-Tractor; AVL Software & Equipment/Materials; Sanitary Sewer Study.
- ❖ Upcoming RFP's and bids: Credit Cards; Heritage Park House; Office Supplies; Miscellaneous Asphalt; Town letterhead; Response Vehicles (Rescue); CDBG Rehab-415 Lee Street; Bennett House Parking.
- ❖ Purchase Orders Issued 62 \$189,372
- ❖ Inventory Issues 210 \$ 10,449
- ❖ Reviewing the federal and VDOT new purchasing regulations.

**ADMINISTRATION/MANAGEMENT INFORMATION SYSTEMS DIVISION**

- ❖ Working on Internet (Click 2 Gov) Vendor Registration application.
- ❖ Working with auditors for FY 04 year end.
- ❖ Working on Version 3 upgrade to H T E Financial Management System.

**New Businesses for December, 2004**

Name	Address
C & D Dry Tech Carpet Cleaning	Out of Town Business
Carla Fonseca Bernardo Caiado	305 Hunt Club Road # 6600F
Joel S Jackson, PC	200 North Main Street #205
New River Film Society	501 South Main Street
Skiviez	250 South Main Street #212

**PARKS AND RECREATION DEPARTMENT**

**Aquatics Division**

- ❖ The Aquatic Center Collected \$7,622.44 for 3,011 individuals.

**Golf Course Division**

- ❖ The Golf Course collected \$2,113.92 for 126 individuals.

**Community Center Division**

- ❖ The Community Center and Senior Programs collected \$6,348.00 for programs and rentals.
- ❖ The rest of the Department collected \$834.74.
- ❖ Participant total for programs and rentals was 10,599.
- ❖ All Youth Basketball went well for the month. We have 6 leagues; 27 teams with 270 participants.
- ❖ The annual holiday parade was very successful with 90+ different entries.
- ❖ The entire Department worked on Winter/Spring programming. The Recreator is scheduled for mailing on January 17<sup>th</sup>, 2005.
- ❖ All supervisors are studying for National Certification Exam.

**Administrative Division**

- ❖ Director met with Recreation Advisory Board sub-group to discuss Vision Plan for the Department.
- ❖ Director attended Green Building Conference with Public Works Director.
- ❖ Director attended High School Stadium Committee Meeting.
- ❖ Director presented Blacksburg Flower & Garden Festival information to the Farmer's Market meeting.
- ❖ Director updated police strategic plan with the officers.
- ❖ Director and staff submitted CIP's for FY 2005/2006-2009/2010.
- ❖ Director continues with monthly tapings of the Energy-Recreation Guide TV (WTOB) show.
- ❖ Director met with Pepsi officials concerning sponsorship of the new skate park.
- ❖ Director met with Verizon Cell Towers about the possibility of lighting fields and tower leases.

**POLICE DEPARTMENT**

**OFFICE OF THE CHIEF**

- ❖ Accreditation Events: December 1-4, 2004, Chief Brown, Captain Crannis, Lieutenant Goodman, Sergeant Glass and Detective A. Wilson attended the 25<sup>th</sup> Anniversary CALEA Conference conducted in Austin Texas. Following review by the Commission on Accreditation for Law Enforcement Agencies Inc., the Department was awarded re-accreditation status. Policy study continues to bring the department's directives into compliance with CALEA changes to remain up-to-date.
- ❖ Recruitment and Selection: Police Officer I Jeffery Cichocki and John Goad have completed their Field Training and they both have been assigned to the evening shift. Sergeant Harrison Vaughan has formally announced his retirement effective March 30, 2005. Authorization was received from the Manager to extend an employment offer to an applicant to fill his vacancy prior to the start of the police academy in February. A conditional offer was extended to Ms. Carla King and her background investigation is underway.
- ❖ The Chief received and responded to several letters and emails of appreciation and commendation regarding the performance of numerous police personnel.
- ❖ The Chief and staff attended numerous meetings and civic events this month.
- ❖ The Tenth Citizens Police Academy graduated December 9, 2004 and the Mayor was recognized for attending all of the previous graduation ceremonies.
- ❖ Officers Steve Workman and Todd Brewster were recognized by the Virginia Association of Chiefs of Police for their life saving efforts on October 18, 2003. Their awards were presented at the December 14, 2004 Town Council Meeting and they received a standing applause from all in attendance.

**POLICE OPERATIONS DIVISION**

- ❖ Part I Offenses have decreased from 90 reported in November 2004 to 71 reported in December 2004. Larcenies have decreased from 46 reported in November 2004 to 33 in December 2004. Comparing December 2003 to December 2004 we show a 12% increase in Part I offenses. The clearance rate for Part I offenses in December 2004 was 27%. The total Clearance rate for Part I and Part II offenses was 41%.
- ❖ Year-to-date offenses (Part I and Part II) have decreased 1% from a fiscal year total of 1524 in December 2003 to a fiscal year total 1496 in December 2004.
- ❖ December 24, 2004, officers were called to University City Blvd. near Falcun Drive for a traffic accident. The operator of a vehicle had drifted the left of the roadway and stuck a parked vehicle in a parking lot. Both the operator and passenger were transported to the hospital for treatment. The passenger died December 30, 2004 as result of the injuries sustained in this accident. This was the first and only fatality for calendar year 2004.
- ❖ Criminal Investigative personnel were call out to investigate a series of counterfeit bills. Suspects were developed, however both the Secret Service and the Commonwealth Attorney declined to pursue the investigation.
- ❖ Evening shift personnel provided crowd control around College Avenue and Main Street for a celebration of the Virginia Tech victory over Miami to clench the ACC title. The crowd was dispersed without any problem.
- ❖ Two police vehicles were involved in two separate traffic accident this month.
- ❖ December 31, 2004, evening shift personnel responded to subject with a gun call at Building 12, Lantern Ridge Apartments. The suspect fled prior to the officers arrival, however charges were filed for robbery, use of a firearm in the commission of a felony and three counts of brandishing a firearm.
- ❖ Downtown patrols by the evening and midnight shift bicycle patrol officers, along with other downtown sector units place a total of 25 charges with majority being alcohol related.
- ❖ The Mobile Speed Display Units were utilized at different locations for a total of 89 hours at the following locations: Broce Drive, Mabry Lane and Farmview Drive.
- ❖ Selective Enforcement activities were provided 18 times during the month. Four different locations were targeted for this activity including; Mabry Lane, Farmview Drive, South Main Street and University City Blvd. Approximately 9.65 hours were expended on selective enforcement and 148 traffic summonses were issued.

**POLICE SERVICES DIVISION**

- ❖ Police personnel issued a total of 374 parking tickets this month. That figure represents a decrease of 220 from 594 that were written last month. The majority of the tickets were issued for meter violations 212. While there were tickets written in all categories, other notables included: 64 for no parking, 35 for yellow line, 5 for permit parking, 37 for other violations and 8 for no Town decal.
- ❖ Both generators used to power the police building and radio communications tower were tested and found to be functioning properly and there testing was documented for the CALEA files.
- ❖ Captain Bishop provided assistance to Chief Gary Brumfield of Christiansburg Police Department and Chief Gary Harmon of the Radford City Police Department with recommendations for their policies and procedures for their respective departments.
- ❖ Accounting Technician Michele Frazier resigned her position with the police department and accepted a position with the Town's Finance department.
- ❖ The applications for the accounting technician position have been reviewed and letters have been sent regarding interviews.

**PUBLIC WORKS DEPARTMENT**

**OPERATIONS DIVISION (Administration, Equipment Operations)**

- ❖ Director presented the Public Works department recommended Capital Improvement Program (CIP) general fund projects during a Town Council worksession.
- ❖ Director and staff met with P&E department staff, Virginia Tech and Sanitary Sewer Authority representatives to discuss major sanitary sewer upgrade projects; one through the Virginia Tech "B-Lot", one adjacent to the new alumni center through the golf course, and one around the Donaldson Brown CEC.
- ❖ Director attended the Virginia Sustainable Design and Energy Expo in Roanoke with the Parks & Recreation Director.
- ❖ Director and staff met with P&E staff to discuss engineering proposals for the Cedar Run pump station upgrade project.
- ❖ Director and staff met with P&E staff to discuss the north main trail project.
- ❖ Director and staff met with engineering consultant, fire, rescue and P&E staff to discuss and finalize the water system emergency response plan required by the U.S. EPA.
- ❖ Continued working on the EMS workgroup objectives, goals, and tasks into Workgroup Implementation Plans for FY 2004-2005. Prepared USGBC LEED for Existing Buildings Program (LEED-EB) resource materials for EMS/P2 Workgroup members.

- ❖ Director and staff met with P&E and Technology department staff to discuss sanitary sewer overflow (SSO) data collection, tracking, and reporting.
- ❖ Director and staff attended the monthly Instrumented City coordination meeting with Virginia Tech Transportation Institute (VTTI) and VDOT representatives.
- ❖ Town Garage mechanics performed 246 garage service job orders (vehicle repairs, equipment repairs, vehicle washing, field services, state inspections, preventive maintenance, etc.).

**PARKS & LANDSCAPE DIVISION (Cemetery, Grounds, Horticulture, Parks, Solid Waste/Recycling)**

- ❖ Awarded bid on chemical storage building.
- ❖ Finalized snow removal lists, coordinated snow issues with BT and VT Airport.
- ❖ Finalized EMS-P2 timeline to create Universal Waste Policy.
- ❖ Finalized EMS-P2 timeline to create spill prevention and containment plan.
- ❖ Continued preparing for construction of restroom facility at Nellie's Cave Park.
- ❖ Continued brush and leaf collection.
- ❖ Assisted with installation of banners on poles throughout Town.
- ❖ Began removing barbed wire fences at Heritage Park.
- ❖ Finalized designs for summer annual beds.
- ❖ Prepared a timeline for completion of apartment recycling initiative.
- ❖ Continued the 2004 Leaf Collection Program townwide. Picked up 46 truck loads of loose leaves resulting in labor and equipment costs of \$12,675 or \$276 per load. Picked up 162 bags of leaves resulting in labor and equipment costs of \$729 or \$4.50 per bag.
- ❖ Picked up 53 dump truck loads of brush during Brush Collection resulting in labor and equipment costs of \$6,749 or \$127 per load.

**PROPERTIES DIVISION (Occupational Safety, Custodial Services, Buildings, Traffic Engineering, Pump Stations)****Occupational Safety Program**

- ❖ A hazardous materials training class was conducted for the Town of Blacksburg's Police Department.
- ❖ New training class outlines and materials were developed for the new training year.
- ❖ Acquired safety logs for Parks and Landscape snow removal teams.
- ❖ Initiated transition to new Employee Safety Committee Chair, Brenda Linkous.
- ❖ Conducted walk-through of Public Works facilities to make an ongoing assessment of safety issues.

**Maintenance**

- ❖ Installed network cabling in the Police Department and in Rescue.
- ❖ Installed holiday banners around Town.
- ❖ Repaired and maintained holiday lights.
- ❖ Completed electrical on Main Street enhancement project.
- ❖ Repaired electrical panel at the Farmer's Market following a traffic accident.
- ❖ Rebuilt porch and steps at Five Chimneys.
- ❖ Rebuilt redwood benches in men's sauna at the Aquatic Center.
- ❖ Insulated above ceiling in locker rooms at Public Works.

**Traffic Engineering**

- ❖ Repaired and/or replaced 57 street signs and serviced 26 parking meters.

**STREETS DIVISION (Asphalt, Sidewalks, Storm Drains)**

- ❖ Readied salt spreaders and snow plows on trucks.
- ❖ Laid erosion control stone in Wong Pond.
- ❖ Stone placed on shoulder at 305 Airport Road and on Mabry Lane at mailboxes.
- ❖ Extended pipe at 416 Franklin Drive.
- ❖ Cleaned culvert at 323 Graves Avenue.
- ❖ Picked up trash on Glade Road, Shadowlake, Tom's Creek, Meadowbrook, Givens Lane and North Main Street.
- ❖ Performed 59 hours of street sweeping town wide.
- ❖ Performed asphalt repairs at 13 locations town wide.

**UTILITIES DIVISION (Water Systems, Sewer Systems)**

- ❖ Installed 3 new ¾" water meters at Clairmont Drive, Treetop Ridge and Green Meadow Drive.
- ❖ Repaired water leaks at Giles Road, Progress Street, Collegiate Court and Turner Street.
- ❖ Drained Kipp School irrigation pipes.
- ❖ Assisted in leaf collection.
- ❖ Installed 8" water tap on Porter Street.
- ❖ Repaired frozen water meters on Roanoke Street, Coal Bank Ridge, Meadowbrook and Alice Drive.
- ❖ Processed 326 Miss Utility requests to locate Town of Blacksburg water and sewer utilities.
- ❖ Performed 5 Special Pick-ups (5 loads) resulting in labor and equipment costs of \$303 or \$71 per load.



**VOLUNTEER FIRE DEPARTMENT**

Fire Department responded to 77 incidents: 36% Town = 28 Calls  
 18% County = 14 Calls  
 45% VPI = 35 Calls  
 0% Mutual Aid = 0 Calls

Total Miles Driven: 3111  
 Burn Permits issued: 2 yes, 0 no  
 Training Hours: 5  
 Total Est. Fire Loss: \$0  
 Total Incident Man Hours: 242

**Training:**

- ❖ Fire Official completed 32 hours of NFPA installation and maintenance of fire sprinkler systems and fire pumps

**Committees represented by F. D.:**

- ❖ SW VA Fire and Life Safety Coalition
- ❖ SW VA Firefighters Association
- ❖ SW VA Arson Investigators
- ❖ Montgomery County Firefighters Assoc.
- ❖ VA Tech Safety Advisory Committee
- ❖ Mont. Co. Risk Watch Coalition
- ❖ Blacksburg Workplace Safety

**Inspections:**

- ❖ Kinkos, College Ave.
- ❖ Frat. Delta Sigma, 137 Jackson St.
- ❖ Frat. Theta Xi, 208 Upland Rd.
- ❖ Burger King, Turner St.
- ❖ Frat. DKE, 302 Roanoke St.

**2005 Fire Officer Elections at Dec. business meeting with new officers as follows:**

Radio #	Rank	Name
101	Chief	Keith Bolte
102	Asst. Chief	Bobby Carner
103	Captain	Anthony Wilson
104	1st Lieutenant	Norman Croy
105	2nd Lieutenant	Mark Smith
106	2nd Lieutenant	John Cromer
107	2nd Lieutenant	James Dustin
109	Fire Official	Wayne Garst
172	Fire Inspector	Andrew Covey
125	Sec./Treas.	Fred Linkous
163	Communications	Randy Smith

**VOLUNTEER RESCUE DEPARTMENT**Month/Year December 2004

			<b>This Month</b>	<b>Year To Date</b>
1. Training - # Hours			1,287	3,911
2. Rescue Calls - # Calls			178	2,205
3. Volunteer hours Expended on Calls			861	11,341
		<u>GOAL</u>	<u>MONTH</u>	<u>YR. AVERAGE</u>
4. *Response Times:	TOWN	7.00 MIN	7.16	7.0
(Time of dispatch to	COUNTY	12.00 MIN	9.92	12.03
on scene)	VPI	5.00 MIN	4	4.43
5. Reaction Times	TOWN	3.5 MIN	2.54	2.45
(time of dispatch	COUNTY	3.5 MIN	6.37	3.11
to in-service)	VA TECH	3.5 MIN	0	.71

(NA = Not Available)

**\* Response times are the crucial element to be considered in evaluation of the service.**

The response times are calculated using all calls regardless of location. Determining an average target for responses is difficult as there are many factors which enter the picture, such as weather, location, time of day, available manpower, etc. However, we continue to strive for our goal.

\*\* County coverage area includes to Giles, Craig and Roanoke County lines.

Totals Calls Answered in the Month of December 2004 :**BREAKDOWN OF CALLS:****Rescue Calls:**LOCATION:

Town	<u>117</u>
County	<u>59</u>
VPI & SU	<u>2</u>
Outside County	<u>0</u>
<b>Total</b>	<b><u>178</u></b>

VOLUNTEER HOURS:

Rescue Calls:	<u>897</u>
Standby / Service Calls:	<u>124</u>
<b>TOTAL:</b>	<b><u>1021</u></b>

**P L A N N I N G   &   E N G I N E E R I N G**  
**D E P A R T M E N T**

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*December, 2004*

# P l a n n i n g      &      D e v e l o p m e n t      D i v i s i o n



## **Comprehensive Planning**

### **Long Range Planning Subcommittee of the Planning Commission**

Town staff reviewed several draft amendment to the Comprehensive Plan regarding the airport's Runway Protection Zone, and the retention and use of alleys and un-built rights-of-way. The proposal identifies the importance and need for the Runway Protection Zone and sets forth a recommended vision for the future land use of the property. The Rights-of-way amendment proposal strengthens the language in the plan to retain these built and un-built right-of-way networks. The proposed amendments will be included in the 2005 Comprehensive Plan Amendment package 2005.

### **Alexander Black House Renovation**

Town staff assisted the Museum Committee in hosting a reception to increase the awareness and support for the Black House, Odd Fellows Lodge, and other historic efforts by the committee. The reception was well attended and was hosted in coordination with the owners of Kent Square. The reception complimented the town's holiday parade and downtown festivities.

### **Metropolitan Planning Organization (MPO)**

Town staff continued to work with Montgomery County, Town of Christiansburg, and MPO staff to review the transportation model, which will be used to evaluate current and future regional and local transportation networks. This information is vital to the regional transportation planning efforts underway by the MPO.

### **Corridor Committee**

Town staff reviewed a proposal to create a Corridor Classification System for the Bikeway/Greenway Master Plan as established in the Comprehensive Plan. The system would include all corridor uses and establish different design requirements for specific corridor functions. The Committee recommended including this in the 5-year Comprehensive Plan update.

### **Census Training**

Town staff attended an all day training session on how to gather and use census information including demographic information, mapping functions, and reporting/presentation formats. The training was held in Richmond, VA, and focused on the recently completed Census 2000 data sets established by the federal government.



## **Development Administration**

### **Town Council Actions**

***Ordinance 1371, Northside Planned Residential.*** An Ordinance Rezoning 121 acres in the Northside Park Neighborhood, 2300 block North Main Street from R-4, Low Density Residential to PR, Planned Residential, for a mixed use project of a variety of single family dwelling lot sizes and neighborhood commercial uses.

***SUP 04-005, 608 & 610 South Main Street, Wall Law Office,*** in the Miller Southside neighborhood to allow General Office use in the Transitional Residential (R-5) Zoning District.

***SUP 04-007, 801 Orchard Street, Paul Smith Nail Salon,*** in the Kabrich Crescent Neighborhood to allow Personal Services use in the Medium Density Multiunit Residential (RM-48) Zoning District.



## **Planning Commission Applications Received for Subsequent Review**

*SUP 04-011, 902 Prices Fork Road, University Mall, BB&T* in the Downtown Neighborhood for Temporary and Permanent office building, to allow Financial Services use, with external speakers in the General Commercial (GC) Zoning District.

## **Development Approvals**

### ***Site Plans approved:***

SP 04-038, VT/Montgomery County Executive Airport – 1600 Ramble Road.  
SP 04-040, Memorial Gardens of the New River Valley, phase I, 2551 North Main Street.  
SP 04-041, Maptech, 3100 block, State Street.  
SP 04-042, Berryfield parking lot, 400 Berryfield Lane.  
SP 04-043, Brighton Court Community Recreation, 1311 & 1321 Brighton Court.

### ***Subdivisions approved:***

SUB 04-027 – Maple Ridge, parcel 1A, phase 1, final plat, North Main Street.  
SUB 04-034 – W.E. Hubert Farm Lot line vacation plat, 1300 block, Glade Road.  
SUB 04-036 – Carlos Cox Property Line vacation, 1005 Old Mill Road.  
SUB 04-040 – M.J.E.I. LLC. & Betty Estes lot line vacation plat, 701 Graves Avenue.

## **Zoning Enforcement**

1 new zoning violation notification  
3 zoning violation enforcements in progress  
1 zoning violation corrected

# **E n g i n e e r i n g   D i v i s i o n**



## **Water System Projects**

### **Highland Park Tank**

The installation of the exterior tank piping is continuing. The site grading which includes the construction of the access road and backfill around the tank is also continuing. Progress has been slow due to awaiting the delivery of the altitude valve which was delivered the week of December 20, 2004. It is anticipated to take two weeks to complete the construction of the altitude valve vault and site grading. Once the exterior piping is completed, the tank will be disinfected and upon successful water quality testing, the tank will be placed into service.

### **Backflow Program**

Statistics are as follows:

- New residential backflows installed and inspected: 14
- New commercial backflows installed and test witnessed: 4
- New Town facility backflows installed and tested: 0
- Annual backflow tests completed: 24
- Backflow surveys: 7
- Permit value total: \$60

### **Water Quality Testing**

-Performed 30 Chlorine Residual Tests.



## **Sewer System Projects**

### **Inflow and Infiltration**

- Performed 2 Commercial I&I inspections.
- Performed 7 Residential I&I inspections through the Rental Program.

### **Industrial Discharge Program**

Staff completed Industrial Discharge Surveys and submitted the results to the Sanitation Authority. Staff reviewed the monthly numbers for all Industrial Discharge permit holders and all were found to be in compliance with the Town's permit requirements. Staff also met with Wolverine to discuss the discontinuation of the bioremediation process at Cedar Run as approved by DEQ. This would allow the Town to take back the facilities at Cedar Run.

### **Grease/Oil Program**

- Town staff inspected 1 business for grease violations.

### **New Industrial Park Pump Station**

A Preliminary Engineering Report has been submitted to the Department of Environmental Quality for review.

### **Murphy Pump Station**

Town staff is working with the engineer and contractor to resolve conflicts with electric, telephone, and cable utilities.



## **Street Projects**

### **Downtown Improvement Project**

The one trash can remaining has yet to be installed. It is on back order and will be put in as soon as it arrives. The concrete staining portion of this project did not begin because of the weather. The contractor requires dry weather to perform the staining and plans to begin staining during January 2005.

### **Stanger/Prices Fork Hazard Mitigation Project**

Funding for this project has been approved by VDOT and Town staff is awaiting the construction schedule from VDOT.

### **VDOT Urban Projects**

Staff is awaiting the schedule for the North Main Project that runs from College Avenue to Prices Fork Road. This schedule is being prepared by VDOT.

### **Streetlight Management**

A petition was received for 1 new streetlight at 105 Penn Street. The petition met the required 75% response for the block and was submitted to Tech Electric to be installed on an existing pole. Staff is responding to additional questions about the petition for lights on Southgate Drive (the neighborhood is considering asking to become a special lighting district so decorative poles can be used). Streetlights were checked this month and 12 lights were reported as being out.



## **Stormwater Projects**

### **Givens Pond**

Staff is continuing the review of the property owner requests that resulted from the November meeting.

### **Montgomery Street Stormwater Improvements**

The second phase of the stormwater improvements to the Bennett Hill/Progress Neighborhood area is to install curb and gutter, and storm drains along Montgomery Street. Public works crews are continuing

with the installation of the piping from the Wong Ponds up toward Montgomery Street. The weather has slowed progress on this construction and there was minimal work performed during this month. As soon as the weather improves, Public Works will continue with this construction.



## **Sidewalks/Trails**

### **Heritage Park – Tom’s Creek Low Water Bridge**

FEMA requirements for a low water bridge require a Letter of Map Revision (LOMR) to the FEMA flood maps with an associated review cost of \$8,000 and up to a year of review. Requirements for a free span bridge indicate the bridge would need to span at least 200 feet at a cost over \$250,000. The park master plan envisioned four creek crossings. Staff will be meeting with the engineering consultant on January 10, 2005 to discuss including multiple creek crossings in a single LOMR application to reduce review time and application fees.

### **North Main Bike Path**

The greenway easement plat and deed for Tried Stone Christian Fellowship has been signed. Staff met to discuss coordination of the bike path with upcoming VDOT improvements. It was decided the new trail will be constructed from the Wyatt Farm Subdivision to the Woodbine Subdivision. Improvements from Woodbine Drive south to Mt. Tabor Road would be temporary requiring removal once VDOT improvements begin.



## **Traffic**

### **NTCP**

Surveys for the Airport/Southgate transportation area were returned and tabulated. 38% of the mailed surveys were returned with an approval rate of 51%. The survey failed to achieve the 60% approval rating required by the revised NTCP policy.

A meeting for the Draper Extension transportation area is scheduled for January 26, 2005. Meetings for the Edgewood transportation area and Draper/Preston transportation area will be scheduled for February 2005.

Surveys for the Giles Road transportation area were returned and tabulated. 36% of the mailed surveys were returned with an approval rate of 30%. The survey failed to achieve the 60% approval rating required by the revised NTCP policy.

Surveys for the Progress Street transportation area, Fincastle Drive transportation area, and Broce Drive transportation area are being reviewed by representatives of these respective transportation areas. Surveys will be mailed by January 7, 2005.

Broce Drive NTCP met on Thursday, December 9, 2005 at the Blacksburg Community Center. A survey for this transportation area has been developed and is being reviewed as noted above.

# **G I S   D i v i s i o n**



## **Current Projects**

### **Virginia Base Mapping Program**

The GIS Division is continuing the audit of Virginia’s statewide centerline project. The state has extended the review period through January 2005 due to complications in the audit review. Our review so far, has minimal problems and we will soon be adopting the state’s work and replacing our local

center line file. The data that is attached will provide us with more capabilities in local applications including transportation analysis and planning in Emergency Dispatch.

### **Geo-Coding for the State Centerline File**

Virginia's Wireless Advisory Board has been providing funding for local dispatch divisions to upgrade their communication systems to meet phase II compliance for wireless 911 calls. The GIS Coordinator is working on obtaining additional funding to "geo-code" Blacksburg's centerline file. Geo-coding will add address ranges to each segment of road in the file which can then be used to assist in address location. If an exact match to an address can not be located, the centerline file can calculate geographically the approximate location of the unknown address. Blacksburg's Police Department currently uses a GIS that will provide this functionality and improve location services once geo-coding is completed.

### **Planimetric Update**

Pinnacle Mapping has successfully completed the pilot study for the town-wide planimetric update. A senior photogrammetrist has been assigned to the project for Quality Control with final product delivery expected in January 2005.

### **LiDAR Contour Update**

The GIS Division is working with Montgomery County and the Town of Christiansburg on a regional LiDAR (Light Detection and Ranging) project to update our contour layers. Our 10' and 2' layers are not part of the primary layers the GIS Division maintains on a daily update basis due to the labor intensive process for updates and the amount of development Blacksburg has experienced. In addition to the contour update, the LiDAR project will give us a terrain model that will allow three dimensional modeling of the town. This capability is extremely valuable in understanding the impact of large development on the town from a variety of perspectives.

# **B u i l d i n g   a n d   I n s p e c t i o n s**



## **New Construction**

### **Building Permits Issued**

Permits issued: 55  
New dwelling units: 8  
Inspections performed: 284  
Total building permits value: \$33,586  
Total value for construction: \$1,944,908  
Stop work order administrative fees charged: 0  
Re-inspection fees charged: \$350  
Temporary Certificates of Occupancy: \$200

### **Approved Building Plans**

Kent Square – North Building – Shell only  
Shaheen & Shaheen Law Offices – Colony Park  
217 College Avenue – Sprinkler Plans for Top of the Stairs  
215 North Main Street – O'Malley's Stair Replacement  
Gobbler Restaurant – Kabrich Street – adding walls  
201 Washington Street – Women's Health Center - addition  
Ben and Jerry's – Kent Square North  
SunTrust Mortgage – Kent Square  
217 College Avenue – Jimmy John's Restaurant



## **Issued Occupancies – Permanent- Commercial**

Touchdown Subs – College Avenue  
Burruss Square Tavern – Draper Road  
McDonald's – Turner Street



## **Property Maintenance Inspections**

### **Rental Inspections**

Registered properties: 715  
Rental property inspections: 14  
Re-inspections: 5  
Rental units passed: 17  
Reactive inspections: 10  
Proactive inspections: 5



## **Miscellaneous Information**

### **Building Official:**

Issued two (2) Notice of Violations for Erosion Control at Maple Ridge.  
Met with potential builder for a new 10 unit apartment complex on Center Street.  
Met with Architects and owners for Proposed Blacksburg New School.  
Met with Va. Tech. Electric Service – to create a smoother transition for electric lines to go from overhead to underground.  
Met with Hall's Construction to finalize remaining Black House Foundation Corrections.

### **Property Maintenance Official:**

Assisted the Building Official with inspections and the Zoning Administrator with packet deliveries.  
Performed (3) Fraternity House property maintenance inspections at 137 Jackson Street, 302 Roanoke Street and 208 Upland Road.  
Received calls from Franklin, VA., Virginia Beach, VA. and Bowling Green, KY. about the Town's Rental Inspection Program.  
Two notice of violation letters were sent, concerning condemnations, to the following: 906 Kabrich Street and 219 Givens Lane.

## Building Permits Issued for: December, 2004

Permit #	Applicant/Owner	Location	Contractor	Units	Cost	Code
B-04-000732	Claude Pitzer	1315 Brighton Court	Community Housing Partners	0	30,000	RC
B-04-000733	Claude Pitzer	1325 Brighton Court	Community Housing Partners	0	30,000	RC
B-04-000750	Randall Maxwell	217 College Avenue	Fire Safety Products	0	12,500	MC
B-04-000857	Eric Davis	1740 Donlee Drive	Davis Home Improvement	0	10,000	RC
B-04-000862	Dean Saltus	901 Mason Drive	Chris Saltus and Sons	0	27,000	ASF
B-04-000866	Stan Whitmarsh	2225 Birchleaf Lane	Progress Street Builders	1	250,000	NSF
B-04-000867	Bob Pack	109 Washington Street	Pointe West Management	0	32,000	RC
B-04-000875	Larry Sharp	118 Givens Lane	Sharp Electrical	0	576	ESF
B-04-000876	Stan Whitmarsh	1241 Redbud Road	Progress Street Builders	1	250,000	NSF
B-04-000877	Stan Whitmarsh	1700 Trillium Lane	Progress Street Builders	1	125,000	NTH
B-04-000878	Stan Whitmarsh	1702 Trillium Lane	Progress Street Builders	1	125,000	NTH
B-04-000879	Stan Whitmarsh	1704 Trillium Lane	Progress Street Builders	1	125,000	NTH
B-04-000880	Kirby L. Connor	506 Woolwine Street	Eastern Construction	1	61,600	NSF
B-04-000881	James Huffman	2501 Gloucester Drive	Outdoor Creations by James	0	7,400	RSF
B-04-000882	Jason Boyle	212 Woodbine Drive	Green Valley Woodworks	0	2,500	ASF
B-04-000883	Mike Hensley	705 Elizabeth Drive	Trimming Tim	0	6,000	RSF
B-04-000884	Luann Gaskill	3110 Alice Drive	Self	0	1,500	AB
B-04-000885	Ken Hubbard	252 Sheliah Court	Hubbard Construction	0	7,685	RMF
B-04-000886	John Riling	118 Country Club Drive	R. J. Martin Electrical Contracting	0	3,500	EC
B-04-000887	Timothy Lawrence	601 Rainbow Ridge Drive	Blue Ridge Home Improvement	0	57,842	RSF
B-04-000888	David Bernard	920 McBryde Lane	Aquarius Plumbing	0	2,000	RS
B-04-000889	Dan Shuster	1900 South Main Street	Baker Roofing Company	0	34,800	RC
B-04-000890	Sam H. Moore	600 Bishop Road	C. R. Sult Inc	0	3,000	NW
B-04-000891	Bill Graves	510 Lee Street	Graves Heating and Cooling	0	2,900	MSF
B-04-000892	David Bernard	100 Huntington Lane	Aquarius Plumbing	0	3,000	RS
B-04-000894	Damon Thompson	2308 Plymouth Street	Self	0	300	RSF
B-04-000895	George Willard	322 North Main Street	Carter Electric	0	350	EC
B-04-000896	Julie Smith	107 Broce Drive	Strong's	0	4,500	MSF
B-04-000897	Julie Smith	514 Cedar Orchard Drive	Strong's	0	3,500	MSF
B-04-000898	Alan Tayloe	304 Ardmore Street	Self	0	1,500	ASF
B-04-000899	Charles Henderson	1213 University Terrace	HRC Inc.	0	6,890	RMF
B-04-000900	Charles Henderson	1211 University Terrace	HRC Inc.	0	6,890	RMF
B-04-000901	Steve Gerus	301 Givens Lane	Bell Electric	0	1,000	ESF
B-04-000902	Steve Gerus	301 Givens Lane	Bell Electric	0	1,000	ESF
B-04-000904	Sue Ellen Martin	801 University City Blvd	Blue Ridge Heating and Air	0	8,600	MC
B-04-000905	Stan Whitmarsh	815 Village Way North	Progress Street Builders	1	200,000	NSF
B-04-000906	Paul Ewing	1303 Greendale Drive	Ewing Building and Remodeling	1	180,000	NSF
B-04-000907	Cora Crockett	701 Barringer Drive	Crockett Home Improvement	0	2,000	RS
B-04-000909	Gary Graves	801 Gracelyn Court	Castle Incorporated	0	3,000	ASF
B-04-000910	Joe Bassett	2308 Plymouth Street	Shelter Alternatives	0	190,000	ASF
B-04-000911	Clyde Mitcham	706 York Drive	Blacksburg Plumbing	0	30,000	ASF
B-04-000914	Justin Ward	110 Turner Street	Warco Enterprises	0	7,000	PLB
B-04-000916	Danny Gallagher	1300 South Main Street	Pointe West Management	0	500	MC
B-04-000917	Clyde Mitcham	111 Yorkshire Court	Blacksburg Plumbing	0	1,000	RS
B-04-000923	Tim Kurstedt	401 Washington Street	A-1 Heating and Air	0	52,000	MC
B-04-000925	Jerry McNeil	106 Lucas Drive	L. R. Bramlett and Son Inc.	0	13,425	RMF
B-04-000927	Roger Myers	621 Lee Street	Myers Electrical	0	2,650	ESF
B-04-000931	Bill Graves	510 Lee Street	Graves Heating and Cooling	0	1,800	RW
B-04-000932	Bill Graves	103 Jefferson Street	Graves Heating and Cooling	0	1,200	ESF
B-04-000934	Steve Hill	208 Heights Lane	Hill Land Company	0	2,500	MISC
B-04-000935	Steve Hill	204 Heights Lane	Hill Land Company	0	2,500	MISC
B-04-000936	Steve Hill	210 Heights Lane	Hill Land Company	0	2,500	MISC
B-04-000937	Steve Hill	206 Heights Lane	Hill Land Company	0	2,500	MISC
B-04-000938	Steve Hill	200 Heights Lanes	Hill Land Company	0	2,500	MISC
B-04-000939	Steve Hill	202 Heights Lane	Hill Land Company	0	2,500	MISC
<b>Total Construction Value for December 2004</b>					1,944,908	
<b>Total New Dwelling Units for December, 2004</b>				8		
<b>Total Number of Permits Issued, December, 2004</b>				55		
<b>Total Amount of Permit Fees Collected, December, 2004</b>					33,586.05	
<b>Total Number of Inspections, December, 2004</b>				284		
<b>Total Amount of Re-Inspection Fees Accessed December, 2004</b>					350	
<b>No Stop Work Order Fees Collected in December, 2004</b>						
<b>Total Amount of Temporary C/O Fees Collected in December, 2004</b>					200	